

**DATE:** February 15, 2001

**TO:** Mr. Art Biesek, Commissioner  
City of Oak Creek Inspection Division  
8640 South Howell Avenue  
Oak Creek, WI 53154

**SUBJECT:** CITY OF OAK CREEK  
COMMERCIAL BUILDING PLAN REVIEW DELEGATION

**LAST MONITORING AND AUDIT: January 29, 2001**

Henry Kosarzycki conducted an onsite audit of the City of Oak Creek commercial plan review operation on January 29, 2001. During the visit the City of Oak Creek's administrative procedures related to plan review, file plan storage availability, office layout, and resource material availability were reviewed, observed and/or checked. Plan reviews were also checked on a sample of plans reviewed by the City during the calendar year 2000. The results of the monitoring and audit revealed positive results specific to plan review methods and practices modeled after the Department of Commerce.

In a letter dated November 3, 2000 and subsequent letter dated December 19, 2000 following initial response from the department, the City of Oak Creek has requested delegation of plan review authority as an appointed agent per s. Comm 50.22. Whereby a city may request desired responsibilities and if approved by the department, receive written statement prescribing responsibilities that are to be assumed within the scope of WI Stat. 101.02(5)(b).

The City of Oak Creek has submitted a written request to the department 30 days prior to the date upon which the municipality desires to assume agent responsibilities for plan examination.

The desired responsibilities requested by the City of Oak Creek are as follows:

- a) Conduct plan examination of buildings not exceeding two (2) stories of
- b) Building constructed as types 5-8, and
- c) Involving only simple spans or pre-engineered framing.

**ORGANIZATION AND STAFF**

The building inspection department is organized as follows:

Mr. Art Biesek, Building Commissioner  
Mr. Edward M. Ciechanowski, Building Inspector  
Mr. Dan Nowak, Building/Fire Inspector

Both of the building inspectors currently conduct commercial building reviews submitted to the City under the limits of a certified municipality. The inspectors typically conduct plan examinations on buildings that they will be responsible for inspecting.

There are no registered professionals in the building inspection department. The building inspection division is a part of the department of public works under the direction of Mr. Wayne St. John. The current administrative structure in the city allows the building department to consult the professional engineers in the department of public works regarding engineering principals and questions.

The City has adopted the State of Wisconsin Commercial building codes under municipal ordinance s.15.14. The City has a conflict of interest policy in effect; ref. Municipal ordinance SEC. 2.100, where by it adopts the provisions of Secs. 19.42 and 19.59, Wis. Stats.. It is required that the City also adopt the existing building code as well as the historic building code by ordinance.

The State of Wisconsin Department of Commerce evaluated its own plan review staff to determine their extent of structural knowledge, and profiled the staff with respect to the structural complexity of plans they are assigned to review. The profiles are described as:

- Level 4: Capable of reviewing complex buildings and structures of any type.
- Level 3: Capable of reviewing standard buildings under 3 levels, of construction types 5 through 8
- Level 2: Capable of reviewing single level buildings with simple span or pre-engineered roof framing
- Level 1: Capable of reviewing only those plans that do not involve any structural elements

During the last audit visit, the City of Oak Creek commercial plan review staff was similarly evaluated to determine its depth of knowledge regarding structural design. The final results have not yet been scored but it would appear that Mr. Art Biesek, Mr. Edward Ciechanowski and Mr. Dan Nowak would be profiled at level 3. This will be confirmed after the evaluations have been scored.

Following the scheduled municipal audit, the building department completed a second evaluation which addressed structural as well as mechanical subject matter typically encountered during plan examinations. Once completed individually, the staff reviewed their answers with the State of Wisconsin auditor Henry Kosarzycki to determine plan review capability.

Minimum qualifications, experience requirements, and credentials have been submitted and reviewed.

Mr. Art Biesek, Building Commissioner

Credentials:	Master Plumber	Designer of Eng. Systems
	UDC Plumbing	Restaurant Manager
	UDC Construction	DNR Pump Installer
	UDC HVAC	Commercial Bldg. Inspector
	POWTS	

Mr. Edward Ciechanowski, Building Inspector

Credentials:	UDC Plumbing
	UDC Construction
	UDC HVAC
	UDC Electrical

Commercial Building Inspector

Mr. Dan Nowak, Building/Fire Inspector

Credentials:           UDC Construction  
                              UDC HVAC  
                              UDC Electrical  
                              Commercial Building Inspector

**DELEGATION OF PLAN REVIEW AUTHORITY PER s. Comm 50.22**

The City of Oak Creek shall be delegated plan review authority to conduct plan examination of buildings that meet and do not exceed the following criteria:

- a) New construction or addition to buildings reviewed by the City of Oak Creek shall not exceed two (2) stories, and
- b) Buildings reviewed by the City of Oak Creek shall be of either construction type 5B, 6 or 8, and
- c) Buildings reviewed by the City of Oak Creek shall involve simple span structures or pre-engineered framing members.
- d) The City of Oak Creek shall continue to review alterations as prescribed under the delegation of certified municipality.

The City of Oak Creek shall also be subject to the rules of Comm 50.22(2)(f) through (i):

- f) Apply the corresponding requirements of s. Comm 50.21(5)(d) to (h) and (6).
- g) Collect the plan examination fees that the department would otherwise collect, as specified in s. Comm 2.31, and submit to the department the fees specified in s. Comm 2.31 (1)(f) or (g).
- h) Provide a monthly report to the department of all projects completed under this section, in an electronic-based format prescribed by the department.
- i) Notify the department, in writing, at least 30 days prior to the date upon which the municipality intends to relinquish the responsibilities assumed under this section.

The State of Wisconsin Department of Commerce will re-evaluate the City of Oak Creek plan review process in (9) months.

All questions and concerns regarding plan examination shall be directed to Henry Kosarzycki at 262-548-8615.

Sincerely,

Michael Corry, Administrator  
Safety & Buildings Division

Cc     Randy Baldwin, Director